

CHANGE**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

2750.2 CHG 1

5/22/85

SUBJ: VOUCHER EXAMINATION

1. PURPOSE. This change revises appendix 2 to increase the maximum amount under which statistical procedures for voucher examination are to be used within the Federal Aviation Administration (FAA) from \$750 to \$1,000; adds the requirement to deduct airfare charges made to Citicorp Diners Club charge card from the total travel voucher amount claimed before applying the criteria for these procedures; and changes the authority under which these procedures are applied to title 7, section 19.4 of the General Accounting Office (GAO) Manual for Guidance of Federal Agencies.

2. DISTRIBUTION. This change is distributed to all FAA accounting offices.

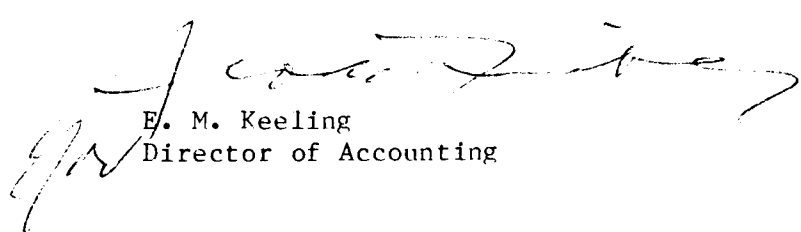
3. DESCRIPTION OF CHANGES. The changes to appendix 2 are as follows:

a. Paragraphs 2, 4, and 6 are revised to state the amounts for vouchers covered by statistical sampling procedures are increased to \$1,000. Also, the authority in paragraph 2d was changed to title 7, section 19.4 of GAO Manual for Guidance of Federal Agencies.

b. Paragraph 10 is added to state that airfare charges made to Citicorp Diners Club charge cards are deducted from the gross amount of the travel voucher before applying the statistical sampling criteria.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
<u>APPENDIX 2</u>		<u>APPENDIX 2</u>	
1 and 2	1/3/84	1 and 2	5/22/85
5 and 6	1/3/84	5	1/3/84
		6	5/22/85



E. M. Keeling
Director of Accounting

Distribution: FAA accounting offices; GAO-1(3);
M-80(2); FAA-15

Initiated By: AAA-400

ORDER

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

2750.2

1/3/84

SUBJ: VOUCHER EXAMINATION

1. PURPOSE. This order transmits and implements Order DOT 2750.1A, Voucher Examination Manual, as appendix 1, and provides voucher examination statistical sampling procedures as appendix 2.
2. DISTRIBUTION. This order is distributed to all FAA accounting offices.
3. CANCELLATION. This order cancels FAA Order 2700.17, Voucher Examination, dated October 5, 1972, and FAA Order 2750.1, Use of Statistical Sampling Procedures in Examination of Vouchers, dated April 17, 1967.

for 
E. M. Keeling
Director of Accounting

Distribution: FAA accounting offices; GAO-1(3);
M-80(2); FAA-15

Initiated By: AAA-400

(1) (2X)



U.S. Department of
Transportation

Office of the Secretary
of Transportation

FAA Order 2750.2
Appendix 1
1/3/84

ORDER

DOT 2750.1A

6-21-83

Subject: VOUCHER EXAMINATION MANUAL

1. PURPOSE. This order establishes Department of Transportation policies and procedures pertaining to the examination and payment of vouchers, invoices, and claims for payments presented to the Department.
2. CANCELLATION. DOT 2750.1, VOUCHER EXAMINATION MANUAL, of 9-22-72.
3. SUPPLEMENTATION. This manual may be supplemented provided the supplementation is not inconsistent with its provisions. A copy of each supplement will be provided to the Director of Financial Management (M-80).

FOR THE SECRETARY OF TRANSPORTATION



Robert L. Fairman
Assistant Secretary for Administration

DISTRIBUTION: All Secretarial Offices
All Operating Administrations

OPI: Office of Financial
Management

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